

FREEDOM OF INFORMATION ACT REQUEST

The Freedom of Information Act (FOIA), 5 United States Code (U.S.C.) 552, allows a person to obtain records from federal agencies. The Detroit District follows the Department of Defense (DoD) Directive 5400.7, "DoD Freedom of Information Act Program," September 29, 1997. It may be found on the Internet at <http://www.defenselink.mil/pubs/foi/>.

HOW TO MAKE A FOIA REQUEST

1. Put request in writing.
2. State request is being made under the Freedom of Information Act, 5 U.S.C. 552.
3. Specify the records you want. Describe them so that a knowledgeable agency employee may search for them with a reasonable amount of effort. For example, give document name, file number, applicant' name, address, geographical location, time frame, etc.
4. State you will pay fees to obtain the records. See Fee Schedule in DoD Directive 5400.7.

WHERE TO SUBMIT A FOIA REQUEST

A request may be submitted by:

Mail: Ms. Thuy Dao, FOIA Officer
U.S. Army Corps of Engineers, Detroit District
Office of Counsel
P.O. Box 1027
Detroit, MI 48231-1027

E-mail: thuy.b.dao@lre02.usace.army.mil or

Fax: 313.226.3509 (ATTN: FOIA Officer)

TIME TO PROCESS A FOIA REQUEST: After an agency receives a proper request, it shall try to provide a response within 20 working days, except in cases of complex requests.

FURTHER QUESTIONS: Please contact Ms. Thuy Dao with any questions.